

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 07-35

February 12, 2007

To: All Regional Directors, Resident Officers
and Officers-in-Charge

From: Richard A. Siegel, Assistant General Counsel

Subject: FPS Training in the Regional Offices

Agency Security Chief Gene Lott and the Federal Protective Service (FPS) have arranged for FPS officers to deliver safety training on a nationwide basis to Agency personnel in all of our field offices.

Safety Training Program

FPS officers, working from their agency's instructional pamphlet, *What You Should Know About Coping With Threats and Violence in the Federal Workplace*, will present in-person training regarding potentially threatening situations our field office personnel could encounter in dealings with members of the public who come to the NLRB. The training material depicts realistic scenarios involving federal agencies -- such as the Internal Revenue Service and the Social Security Administration -- whose mission and structure, like that of the NLRB, brings their employees into regular and immediate face-to-face contact with the public. Through examples and thought-provoking questions, the training covers subjects such as how to recognize early warning signs of hostile behavior, how to prevent tense situations from escalating into violent altercations and what actions to take if confronted by threats or violence.

Contacting FPS

Therefore, all Regional Directors should promptly contact the FPS office responsible for serving your city and make the necessary arrangements for an FPS officer to conduct the *What You Should Know About Coping With Threats and Violence in the Federal Workplace* training session. Wherever appropriate, Regional Directors should take the further steps to arrange for this FPS training in their Resident and Subregional Offices, and work with their Resident Officers and Officers in Charge to ensure that they schedule this training. If you do not know the name of the FPS officer or the address of the FPS office responsible for your Region, please contact Agency Security Chief Gene Lott, at 202-273-1987, who will gladly assist you in dealing with the FPS personnel.

So that we can determine the extent of the *What You Should Know About Coping With Threats and Violence in the Federal Workplace* training, please notify your AGC or Deputy AGC in Operations-Management when you have scheduled a firm date for the training program, and then again after the training has been completed.

Many Regional Directors already have established and effective working relationships with their local FPS Agents, and we trust that the FPS officers will very willingly provide the *What You Should Know About Coping With Threats and Violence in the Federal Workplace* training to your staffs.

If there are questions concerning this memorandum, please contact me, your AGC or Deputy.

/s/
R.A.S.

cc: NLRBU